

Buyer Job Posting

Bunzl Canada is part of Bunzl Distribution, Inc. supplies a range of products including outsourced food packaging, disposable supplies, and cleaning and safety products to food processors, supermarkets, non-food retailers, convenience stores and other users.

Bunzl Distribution owns and operates more than 100 warehouses. With more than 4,000 employees and 400,000-plus supply items, Bunzl is regarded as a leading supplier in North America. Worldwide sales are in excess of \$8.5 billion.

Throughout its history, the company has maintained a strong commitment to productivity, delivering both quality service and competitive pricing. As it looks to the future, Bunzl Distribution is focused on increasing productivity, enhancing customer service and exploring new business opportunities.

What does a Buyer do?

Buyer will have a great opportunity to manage selective key suppliers. This opportunity will enable you to build strong business relationships with suppliers and understand the most cost-effective ways to manage inventory.

Inventory Management:

- Maintain product availability taking into consideration sales trend, forecast, lead time and cost efficiency: Issuing requests for quotations and purchase orders
- Manage inventory control for multiple warehouses to include inventory review to reduce and eliminate any obsolete materials
- Maintain frequent communications with suppliers to ensure project/quotation and deliveries are on schedule
- Negotiate product availability on time to meet customer requirements; managing the process of returning goods to vendors

Efficiencies:

- Meet key suppliers, conduct facility visits to have clear understanding of operational efficiencies
- Work closely with sales, customer service, warehouse staff and clients
- Supporting internal staff with expert knowledge and services, and resolves any customer complaints or problems

What qualifications/skills do you look for?

- Bachelor's degree and Minimum 3-5 years' supply chain and procurement experience in a high volume distribution environment
- Certification from Supply Chain Management Association (SCMA) is preferred
- Ability to effectively manage inventory and service level

- Excellent attention to detail and accuracy with strong analytical and vendor negotiation skills
- Basic knowledge of financial statements and trial balance information.
- Ability to work in a Windows environment with Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Previous experience working with AS/400 system an asset

I'm interested, what are the next steps?

If you're interested in this opportunity and believe that you'll be a good fit within our culture, please apply in confidence by submitting your resume to **Catherine Marston** at Catherine.marston@bunzlcanada.ca.